

**Responsibilities of Service Providers****Infant-Toddler Program Assurances**

1. Comply with all federal and state early intervention regulations as outlined in the *North Carolina Infant-Toddler Program Policy and Procedure Manual*.
2. Adhere to Infant-Toddler Program philosophy during all actions and interactions related to the provision of services to children and families.

**Administrative**

1. Enter into a written service provider agreement with the Children's Developmental Services Agency as a qualified Infant-Toddler Program service provider.
2. Ensure that personnel policies, operational procedures, and fiscal procedures within the organization are complementary and support Infant-Toddler Program outcomes.
3. Ensure that requirements of other vendors with which the service provider may be working do not reduce or override the provision or efficacy of Infant-Toddler Program services.
4. Participate in the Infant-Toddler Program comprehensive data system by submitting required information in accordance with established procedures and timelines.
5. Use all standard, applicable Infant-Toddler Program forms.
6. Conduct internal quality assurance and utilization review practices within the organization. Provide evidence of review to the Children's Developmental Services Agency upon request.
7. Participate in all quality assurance, auditing, monitoring, performance expectations, and evaluation activities as needed by the Children's Developmental Services Agency. Make all applicable corrections and improvements contained in corrective action plans relevant to the service provider.
8. Obtain and maintain in good standing all licenses and certifications as required by law and as applicable, including but not limited to licensure by the appropriate state of North Carolina Departments, Children's Developmental Services Agencies, or relevant Boards.
9. Comply with the requirements of the Infant, Toddler & Family certification process for all personnel required to have this certification, including submission of required documentation and ensuring appropriate supervision of staff without certification.
10. Support personnel development through the North Carolina Comprehensive System of Personnel Development, including allowing personnel to participate in state sponsored staff